

## EXECUTIVE OPERATIONS COMMITTEE (EOC) MEETING MINUTES

**THURSDAY, NOVEMBER 21, 2019 – 5:00PM TO 6:00PM**

**JUDICIARY SQUARE – CITYWIDE CONFERENCE CENTER**

**441 4<sup>TH</sup> STREET, NW; 11<sup>TH</sup> FLOOR; WASHINGTON, DC 20001**

### ATTENDEES/ROLL CALL

COMMISSIONERS	PRESENT	ABSENT	COMMISSIONERS	PRESENT	ABSENT
Adkins, Sarcia	X				
Hickson, DeMarc		X			
Holley, Nathaniel	X				
Hutton, Kenya	X				
Massie, Jenné	X				
Morse, Ka'leef		X			
Padmore, Gerald		X			
Zoerkler, Jennifer	X				
RECIPIENT	PRESENT	ABSENT			
Barnes, Clover	X				
Fox, Anthony		X			
HAHSTA STAFF	PRESENT	ABSENT	COMMISSION STAFF	PRESENT	ABSENT
			Bailey, Patrice	X	
			Clark, Lamont	X	

### HIGHLIGHTS

This is a draft version of the November 21, 2019 Executive Operations Committee (EOC) Meeting Minutes which is subject to change. The final version will be approved on December 19, 2019.

### AGENDA

Item	Discussion
<b>Call to Order Welcome and Introductions Roll/Call</b>	Jennifer Z. called the meeting to order at 5:22 pm, followed by a moment of silence and introductions.
<b>Review and Adoption of the Agenda</b>	Nathaniel H. motioned to approve the November 21, 2019 Agenda for the Executive Operations Committee (EOC). Kenya H. seconded the motion. The agenda was adopted.
<b>Review and Approval of the Minutes</b>	Nathaniel motioned to approve the October 24, 2019, EOC Meeting Minutes. Sarcia seconded. The minutes were approved.

<p><b>Ryan White HIV/AIDS Program (RWHAP) Recipient Updates/Concerns</b></p>	<p><u>Ryan White HIV/AIDS Program (RWHAP) Reports &amp; Financial Oversight presented by Clover Barnes</u></p> <p>Part A expenditures are at 51% and should be at 58%.</p> <p>The service area affected by unprocessed invoices is Regional Early Intervention Services.</p> <p>Services spending 30% below expected are Other Professional Services because money was added to it and Outreach Services because of a terminated grant.</p> <p>Part A MAI expenditures are at 49% and should be at 58%.</p> <p>There are no Part A MAI service areas affected by unprocessed invoices, or services spending 30% below or above expected.</p> <p>Unit Based Cost (UBC) expenditures are at 91% and should be at 58%. The base of what was allocated was for the beginning fiscal year but there was an additional allocation that started October 1 that is not showing, making the category appear overspent... The next month's Roll Up Report will indicate the full allocation, which should put it at about 64%.</p> <p>Service areas affected by unprocessed invoices are Outpatient/Ambulatory Health Services, Oral Health Care Services, Mental Health Services, Substance Abuse Services – Outpatient, Non-Medical Case Management Services and, Housing Case Management and Referral.</p> <p>Services spending 30% above expected are Outpatient/Ambulatory Health Services, Non-Medical Case Management Services, and Food Bank/Home Delivered Meals.</p> <p>Services spending 30% below expected is Substance Abuse Services - Outpatient</p> <p><b>Narcan.</b> Providers/staff must show proof of their attendance at a Narcan training to receive the Narcan kits. A list of free scheduled trainings, provided by DC Health can be found at <a href="https://dchealth.dc.gov/page/cme-ceu-webinars-and-trainings">https://dchealth.dc.gov/page/cme-ceu-webinars-and-trainings</a>. The next scheduled training dates are January 28, 2020, March 24, 2020 and May 19, 2020. Jonjelyn Gamble (<a href="mailto:jonjelyn.gamble@dc.gov">jonjelyn.gamble@dc.gov</a>) is the contact person.</p> <p>The HRSA site visit report is past due. The Part B report was received yesterday but the Part A report has not been received. The delay is due to HRSA's review of the Part A grants and the Ending the Epidemic grants that will be on the same cycle. As soon as it is approved, Clover will notify Lamont C. to email the report to the Executive Committee.</p>
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<p><b>Commission Administrative Business</b></p>	<p><b>Review and adoption of the COHAH Agenda for November 21, 2019</b>          Jenne motioned to adopt the COHAH Agenda for November 21, 2019. Kenya seconded. The agenda was adopted.</p> <p><b>Commissioner Attendance</b></p> <p><b>Applicants to the COHAH – Interview Process</b>          The EOC discussed the possibility of scheduling commission member interviews one (1) hour before the EOC meeting. The EOC agreed to move the recommendation forward.</p>
<p><b>Standing Committee Updates/Concerns</b></p>	<p><u>Research and Evaluation Committee (REC) not reported.</u></p> <p><u>Integrated Strategies Committee (ISC) update presented by Sarcia.</u>          The ISC reviewed the Trauma Informed Care and U=U position papers written by the George Washington University partners. ISC made recommendations for changes; however, the revised documents were not available for the meeting.</p> <p>ISC is waiting for the official report from HRSA and talked about how the Recipient will be more involved in writing the service standards.</p> <p><u>Community Education and Engagement Committee (CEEC) update presented by Jenne.</u>          The Community Listening Session for Maryland has been postponed until the spring. The postponement will allow more time for advertising and a better turn out.</p> <p>The next CEEC meeting, December 19, 2019, will be focused on the developing a work plan.</p> <p><u>Comprehensive Planning Committee (CPC) update presented by Jennifer.</u>          Clover B. gave the Recipient report and presented a motion to reprogram funds. The motion was passed in the CPC meeting and is being presented now to vote to move to the General Body.</p> <p>There was also some discussion about a need to change the PSRA process.</p> <p><b>Motion</b></p> <p>The Recipient is proposing to reallocate funds from Regional EIS and the termination of a Maryland provider as follows:</p> <ul style="list-style-type: none"> <li>• Emergency Financial Assistance (EFA) for both MD/DC, for staff and client cost.</li> <li>• Increase the capacity of one of the Home and Community Based Services providers to increase their capacity to serve three (3) more customers.</li> <li>• Purchase Rapid ART medication to be provided to any Ryan White provider participating in the Rapid ART workgroup.</li> </ul>

	<ul style="list-style-type: none"> <li>Increase some of the current MAI provider's allocations and expand one of the DC providers into their site in Maryland.</li> </ul> <p>Jennifer presented the motion. Jenne seconded. The motioned was carried (5) yea's (0) nays and voted to move forward to the General Body.</p> <p>Patrice B. indicated that have were 5 new commissioners sworn in recently. Henry Murdaugh, Ashley Yocum, Philip Sain and Sylvester Askins.</p>
<b>Old Business</b>	None
<b>New Business</b>	None
<b>Announcements and Adjournment</b>	None
<b>HANDOUTS</b>	
<ul style="list-style-type: none"> <li>Executive Operations Committee Agenda for November 21, 2019.</li> <li>Executive Operations Committee Minutes for October 24, 2019.</li> <li>Recipient Report Monthly Recipient Report</li> <li>Planning Commission (COHAH) General Body Meeting Agenda, Thursday, November 21, 2019</li> </ul>	

<b>MEETING ADJOURNED</b>	5:58PM
<b>NEXT MEETING</b>	<p>Thursday, December 19, 2019          5PM-6PM          Judiciary Square – Citywide Conference Center          441 Fourth St. NW; 11th Floor          Washington, DC 20001</p>

<b>I, as Planning Commission Government Co-Chair, hereby certify the accuracy of the above minutes:</b>	
<div style="display: flex; justify-content: space-between;"> <div> <b>Signature of:</b>  <b>Kaleef Stanton Morse, MHS</b>  <b>Government Co-Chair</b> </div> <div> <b>Date:</b> </div> </div>	
<b>Date the Minutes were approved by the Executive Operations Committee:</b>	